# CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW0588			
Classification Specification: Maintenance Superintendent-Fleet			
Salary Range: NR 43 - Management Benefit Level B			
Position Description: Fleet Superintendent			
Incumbent:			
Location: Public Works Department - Operations Division/Fleet Services Section			
Location			

### **GENERAL PURPOSE:**

Under the general direction of the Operations Manager, the incumbent is responsible for managing and planning the operation and maintenance of the City's vehicles and equipment fleet, and radio repair shop, which includes, but is not limited to, rental, repair, and replacement of radios, machines, automobiles, and other equipment; purchasing automotive parts and related inventory control; and supervising, training, disciplining, and evaluating the performance of assigned staff to assure optimum operation efficiency.

Work is characterized by a substantial volume of managerial, administrative, and supervisory functions in managing, directing, organizing, evaluating, and overseeing the activities of the Fleet Services Section of the Public Work Operations Division. Incumbent makes decisions regarding the method of fleet and asset management and supervises staff to ensure schedules are met and assignments are completed. The incumbent is also responsible for the annual budget preparation and expenditure tracking; and preparing and establishing level of service (LOS) and costs of services provided by the section.

Work is performed under managerial direction. The supervisor provides the employee with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage the City's automotive-equipment garage, radio repair shop, and fleet parts warehouse operation to ensure a safe fleet with minimum downtime.

Select, supervise, and evaluate the performance of assigned personnel; discipline personnel as appropriate; review and plan for training needs and staffing requirements; approve and coordinate leave requests; interview and hire new employees as necessary; recommend promotions and terminations in order to meet the objectives of the Fleet Section.

Coordinates with other department personnel regarding equipment malfunction and investigate maintenance needs.

Review required maintenance, assign priority, and schedule equipment repairs including purchasing parts and other supplies as needed. Consult with and instruct Fleet Supervisor and Purchasing Agent/Warehouseman on daily work priorities.

Research, recommend, and write technical specification; solicit quotes and bids from vendors and contractors; purchase vehicles and specialized equipment in accordance with operating procedures; and update vehicle records maintaining inventory control. Select, supervise, and evaluate the performance of assigned personnel; discipline personnel as appropriate; monitor training needs and staffing requirements.

Establish and maintain a working environment that is customer service and team oriented.

Review purchases by fleet services and the fleet parts warehouse; process purchase orders accordingly.

Review mechanics and radio shop repair work orders, and daily time slips; review vehicle records and repair schedules; replace equipment and vehicles as needed.

Analyze daily workload to assign work as well as contract repair work to commercial vendors based on costs, skill level, and workload.

Conduct life cycle cost analysis and recommend vehicle and equipment purchase, repair/rebuild, or replacement.

Schedule equipment monthly preventive maintenance and manage unscheduled workload.

Develop and report statistical data that tracks the established performance measures of the Fleet Services Section.

Develop and implement policies and procedures to ensure safe and efficient operation of the Fleet Services Section.

Salvage and surplus all vehicle, equipment, and materials no longer needed.

Prepare and monitor budget for the Fleet Services Section; track costs; review budget and expenditures as required.

Develop rates or changes to provide for operations, maintenance, replacement, and overhead costs associated with each vehicle and piece of equipment.

Communicate with citizens and citizen groups, the media, elected officials, associations, committees, and government regulatory agencies in public forums, public and private meetings, gatherings, and presentations in order to present the views and policies of the City and the Fleet Section.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

### PERIPHERAL DUTIES:

Perform related duties as assigned.

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# KNOWLEDGE, SKILLS, AND ABILITIES:

### KNOWLEDGE OF:

- Fleet operations, radio communications shop, and parts warehouse management
- Techniques, equipment, and materials used in automotive equipment repair and maintenance, and its management
- City organization, operations, policies, and objectives
- Applicable laws, codes, regulations, policies, and procedures
- Record-keeping techniques
- Work hazards and related safety techniques
- Fleet and other Capital equipment replacement management methods
- Interpersonal skills using tact, patience, and courtesy
- Modern research and analytical methods and practices
- Principles and practices of governmental budgeting, cost accounting, and purchasing
- Health and safety regulations related to automotive garage, radio shop, and warehouse operations
- Principles and practices of administration, supervision, and training
- Oral and written communications
- Methods, principles, and practices of effective conflict resolution
- Personal computer, software in word processing, spreadsheet, and data base management, especially software related to equipment maintenance and work order software as well as cost accounting software

### SKILLED IN:

- Performing rental rate analysis and rate structure evaluation
- Training, supervising, and motivating staff
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Communicating effectively both orally and in writing
- Applying principles and practices of administration, supervision and training including hiring, training, directing, evaluating, awarding and disciplining staff
- Effectively resolving conflicts, grievances, and personnel issues
- Effectively using interpersonal skills in a tactful, patient, and courtesy manner
- Analyzing complex and technical maintenance and financial documents and drawing valid conclusions

# **ABILITY TO:**

- Plan, manage, organize, and direct activities regarding City vehicles, equipment fleet, radio repair shop, parts purchasing, and inventory control
- Train, supervise, evaluate, discipline, and motivate personnel within a Union organized environment
- Use interpersonal skills with tact, patience, and courtesy in the daily operation of the Fleet Services Section
- Develop and implement the division budget and annual work plan
- Work independently to meet schedules and timelines
- Analyze situations accurately and adopt an effective course of action
- Establish and maintain trust, confidence, and effective working relationships with coworkers, elected officials, managers, supervisor, employees, suppliers, and the general public in the daily operation of the fleet section
- Evaluate program policies and practices; define problem areas; develop and direct policies and practices to improve operations

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 Demonstrate positive and effective interaction and communication with individuals of diverse occupational and social-economic backgrounds

- Work effectively on several projects concurrently
- Respond to common inquiries or complaints for personnel, regulatory agencies, or the public
- Compose, proofread, and edit general correspondence, routine reports, contracts, specifications, grievance responses, section policies and procedures, etc.
- Maintain records and prepare reports
- Read, analyze, interpret, apply, and explain codes, rules, regulations, policies, and procedures

## EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Business Administration or related field; and

Experience: Four (4) years of increasingly responsible experience in fleet management, and two

(2) years of related supervisory experience.

Or: In place of the above requirements, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed

above.

## LICENSES AND OTHER REQUIREMENT:

- A minimum of one (1) year management experience involving equipment rental, shop management, and parts warehousing is preferred
- Valid Washington State Driver's License, or the ability to obtain within thirty (30) days of employment
- Must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record
- Valid First Aid/CPR Card, or the ability to obtain within six (6) months of employment
- Certification in Fleet Management field preferred, but not necessary.

# MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, computer, telephone, cellular phone, pager, fax and copy machines, calculator, and measuring tape.

Familiar with operating motorized vehicles including, but not limited to, City vehicle, garbage truck, street sweeper, dump truck, sewer vactor truck, backhoe, grader, etc. at various times for the purpose of repair, demonstration, or in making purchase decisions.

### PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use arms, hands, and

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fingers to reach, handle, feel, or operate objects, materials, tools, equipment, or controls. The employee is frequently required to sit, stand, walk, hear, and talk normally with or without mechanical assistance. The employee is occasionally required to climb or balance on ladders, bend, stoop, kneel, and smell; lift in excess of 50 pounds; and occasionally required to work outdoors in all types of weather.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

### WORKING CONDITIONS:

Work is performed in an office, warehouse, and auto shop environment. Noise level in the office environment is normally moderate. Noise level within the warehouse and auto shop environment is loud. Frequently requires being in direct contact with the public, clients, contractors and vendors/suppliers who may possibly be irate and verbally abusive.

SIGNATURES:				
Incumbent's Signature	Date	Supervisor's Signature	Date	
Approval:				
Department Director/Designee	Date	Employee Services Director/De	esignee Date	

\*\* Note: This document will be reviewed and updated annually at the time of the

employee's performance appraisal; when this position becomes vacant; or, if the

duties of this position are changed significantly.

Revised: 3/1/07